

Having trouble reading this newsletter? [View it in your browser.](#)

# electoral administration bulletin



Issue 2 (England and Wales) – 7 February 2012

## Resources for the May Polls

Last week we published a number of support products for the May polls documents, including the online version of our [polling station handbooks](#). We expect that printed copies will be delivered to those who ordered them by the end of the week commencing 27 February.

On Friday we will publish our template polling station and polling booth notices (with instructions for use) on our [website](#). This will complete the publication of our guidance and supporting resources for 3 May. The notices are in MS Word format, so that details of the names of the polls, and the number of votes on each ballot paper can be added locally.

We have also produced a suite of template press releases on voting and registering to vote which you or your press team can customise and issue to your local media. You can view the four England versions here: [1 - Register to vote](#), [2 - Register to Vote Day](#), [3 - Postal Votes Issued](#) and [4 - How to vote](#)

The Wales versions will be circulated separately to the Wales Public Awareness Group alongside other nation-specific communications resources. If you need any further information on this then please contact Rhydian Thomas ([rthomas@electoralcommission.org.uk](mailto:rthomas@electoralcommission.org.uk)) in our Wales office.

## Fees and charges update

Thank you to all of you who have been helping ECU to resolve queries relating to your fees and charges submissions over the past few weeks.

By 3 February January, 104 claims (or 23% of the total submitted) had been fully processed, including 85 completed claims and 19 with debtor invoices raised against them. 188 claims (42%) are in progress, and this includes both claims being processed and those which have had queries raised with Counting Officers. 159 claims (45%) are awaiting processing.

The  
Electoral  
Commission

## Contents

### Resources for the May Polls

Links to recently published resources

### Neighbourhood Planning Referendums in England

Details of a letter we are sending to Council Leaders

### Fees and Charges Update

Information on claims progress to date

### Communications Network Emails

Link to the latest edition of our Communications team's regular bulletin to communications professionals in your local authority.

the  
register

Get all the latest Commission news, views and features by subscribing to our quarterly e-newsletter, *the register*.

[Subscribe to \*the register\* >](#)

Of the 104 claims fully processed, only 8 were able to be settled without additional information being sought from the Counting Officer. There are currently 77 open queries, of which 30 have been open for more than one month. Please could Counting Officers ensure that any queries are answered as soon as possible after receipt to ensure that claims can be completed promptly.

Of all the claims settled to date, the settlement amount has been lower than that provided by the charges order. The average settlement amount equates to 70% of the amount specified in the order.

---

## Neighbourhood Planning Referendums in England: Question Assessment

The Department for Communities and Local Government (CLG) has consulted the Commission on the proposed questions to be asked at local referendums in England on 'neighbourhood planning' and we are assessing them to see whether they are clear, simple and neutral.

As part of the evidence we are gathering to inform our assessment, we will be writing to the leaders of English local councils this afternoon, inviting them to send us their views on the questions and to pass the letter on to any person or group in their area that has an interest in these referendums.

If you would like any further information about this then please contact your local Commission office in the first instance.

---

## Communications Network Email

We have set up a Communications Network to help us work with local authority communications professionals in the run-up to 3 May.

This is primarily an email group and has been designed to support and complement the excellent work already being undertaken across Scotland and Wales through their own national communications networks. You can read more about the group on our [website](#).

The Network sends out regular bulletins – click on the links to read the [December](#) and [January](#) editions.

---

---

The Electoral Commission  
3 Bunhill Row, London EC1Y 8YZ  
Tel: 01904 567 990 Textphone: 18001 020 7271 0500  
blines@electoralcommission.org.uk

**[www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)**

© The Electoral Commission 2012